



**U.S. DEPARTMENT OF STATE
VIRTUAL FELLOWS PROGRAM
PROJECT DESCRIPTION – IRM/EDIP**



This project seeks a Virtual Fellow to serve with the **Office of eDiplomacy, Bureau of Information Resource Management (IRM/eDIP)** as **Information Technology (IT) Consultant**.

Fellow Location: The Fellow will serve virtually and will not be physically located at the Department of State.

Project Name: CrowdWork.

Project Description: CrowdWork is a cutting-edge IT platform under development in the Department of State. CrowdWork is a tool for connecting offices that need work done with employees who have time and want to develop their skill-sets. The new platform is being developed as a piece of a larger White House initiative known as the Innovation Toolkit. The Fellow will provide the critical strategic user experience guidance for the CrowdWork platform. The Fellow will design a user experience for CrowdWork that is flexible and scalable enough to integrate the additional collaboration elements envisioned in the full Innovation Toolkit.

Program Requirements: The precepts of the Virtual Fellows Program call for Fellows to have a high degree of administrative, professional, or technical knowledge/experience and a minimum of five years of professional experience that is directly applicable to the assigned task.

Project-specific Knowledge, Skills, or Abilities:

- Extensive experience with interactive Web technologies;
- Mastery of and skill in applying user experience principles, concepts, methods, standards and practices;
- Demonstrated skill and ability in applying new industrial and graphic design, human-computer interaction and technical communications methods and technologies;
- Advanced proficiency in the use of a variety of such design tools as Vision, InDesign and MS Office Suite.

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Clearance: The Fellow must be a U.S. citizen and must receive a Public Trust determination prior to starting his/her service. The Virtual Fellows Program staff will work with the accepted candidate to obtain the Public Trust determination. (Note: A candidate is NOT required to have a Public Trust determination prior to applying for this project.)

Remuneration: The Virtual Fellow will be appointed to the federal civil service as an intermittent, unpaid consultant. The Department assumes no responsibility for providing any salary or benefits to the Fellow in connection with his/her participation in the Program.